Program Analyst II (WebMaster)
Bank of North Dakota, Bismarck, ND

Position No.:		Status:	Full Time
Pay Grade:	12	Recruitment:	Internal/External
Salary Range:	$35,904 - $59,332	Supervisor:	James Barnhardt
Closing Date:	July 2, 2007	Service Area:	Communications/Marketing

Minimum Qualifications:

Position requires a bachelor's degree in Business Administration, Computer Science or related field and three years experience in Web design and development utilizing graphic design software (e.g. Fireworks, Photoshop, Flash), HTML and HTML/XHTML,XML, editing software (e.g. Dreamweaver, GoLive, Homesite), style sheets (e.g. XSLT, CSS), Adobe Acrobat Professional. Must have a conceptual knowledge of Website planning, design and development and graphic design/layout skills. Requires excellent oral and written communication skills.

Web content management system and scripting languages (e.g. PHP, CGI/Perl, ASP, JavaScript) is desirable. Two years experience in graphic design and layout with knowledge of Adobe Illustrator, Photoshop, InDesign, PageMaker is desirable.

Application Procedures:

Submit State of North Dakota Application for Employment (SFN-10950), resume and portfolio with developed website screen shots and graphic design and layout work to:

Bank of North Dakota
Human Resources
700 East Main Ave
PO Box 5509
Bismarck ND 58506-5509

Applicants who are residents of North Dakota and eligible to claim veteran's preference must include Form DD214. Claims for disabled veteran's preference must include a current statement of disabled status from the Veteran's Affairs Office.

Contact Marcy (701) 328-5730 for more information or assistance in the application or interview process.

Summary of Work:
Responsible for Bank of North Dakota's (BND) web presence including daily maintenance, writing, updates and progressive revisions to BND's internal website Synergy and its external website banknd.nd.gov involving shared responsibilities of mystudentloanonline.nd.gov. Analyze, design, develop, test and implement BND's websites. Utilize and analyze web statistics, develop and analyze usability test methods, participate in all changes to agency internet/intranet presence. Monitor web development standards and policies. Ensure websites are ADA compliant and meet state standards. Help identify priorities and customer service focus for web development. Ensure policies and procedures are being followed. Make recommendations to Communications and Marketing Team regarding future direction of agency's web presence including RSS, Web 2.0. Coordinate web design and development efforts with BND's Information Technology Services (ITS) area to ensure that technology solutions meet agency and Enterprise Architecture standards. Assist with design of all publications, directories, reports, brochures, direct mail, and advertising through graphic arts program.

Position may require extended working hours as needed.